

Overstreet, Greg (ATG)

From: NRichards@ci.bellevue.wa.us
Sent: Monday, November 28, 2005 3:55 PM
To: Overstreet, Greg (ATG)
Subject: RE: Response Chapter 44-14

will do

Here is the first brush, and I will address any other input from the collective group at another time:

pg 3: Training.

It would be really helpful to determine who is providing the training. The interpretation by various sources lead to ununiform citizen experiences. My suggestion is that the Sec of State provide this - any thoughts?

pg 7: Purely Personal information

Does this extend to the exact salary rather than the range that a position is paid? Does it also extend to the Name / Address / Title / Shift etc which a police officer works? Some extra help here would be useful.

pg 8: (2) public records officer will oversee ...
compared to:

pg 18: (5) ...the public records officer shall redact ...

I suggest that through out the document that it is expressed, 'the public records officer, or their designee' small detail, I know

pg 16: last paragraph: ... creates a permanent record. This needs to be changed. The retention is not permanent for all email, but guided by the content. I know you were trying to establish a 'recordworthyness' statement, however, permanent is not the goal in this instance.

pg 18: The only other thing is some language for a 'non paid request'; that is one which is made by a requestor and never picked up or paid for, and then the next request is placed by the same requestor, with the same outcome. What recourse can we have to prevent this?

With the exception of the wording on pg 16, the rest is just nits. This is most helpful - thanks again.

Nancy

Nancy L. Richards, CDIA, CRM
City Records Manager
City of Bellevue
425.452.6464